



**GUIDELINES & STANDARD OPERATING PROCEDURE
(SOP) OF BAI (AGE RELATED ISSUES)**

Contents

1.	SOP Objectives	3
2.	New Player ID Registration Process	4
3.	Application Form for BAI ID.....	5
3.1	Application form - Section : Player Information	5
3.2	Application Form - Section : Player Family Information	6
4.1	Case Types of Players	7
4.2	Case Type A1 – List of Documents to be Uploaded.	8
4.3	Case Type A2 – List of Documents to be Uploaded.	9
4.4	Case Type B1 – List of Documents to be Uploaded	10
4.5	Case Type B2 – List of Documents to be Uploaded.	11
4.6	Case Type C1 – List of Documents to be Uploaded.	12
4.7	Case Type D1 – List of Documents to be Uploaded.	13
5.	Existing Registered Players RE-VERIFICATION PROCESS via protests or complaints	14
6.	Penalties for proven fraudulent cases.	16
	Appendix 1 : Format for Protest against Age fraud at tournaments:	17

1. SOP Objectives

The Badminton Association of India (BAI) is issuing this Standard Operating process (SOP) with the following objectives:

1.1 Adherence to directives of Ministry of Youth Affairs and Sports policies: To adhere with the “Measures against Age Fraud in Sports” letter issued by the Ministry of Youth Affairs and Sports letter dated 25th November 2009, 7th May 2015 and Sports National Code against Age Fraud in Sports.

1.2 Adherence to BAI Aims and Objectives: As stated in the Memorandum of BAI clause 4(i)(ii), to fulfil BAI’s stated aims and objects to encourage and promote fair badminton and take appropriate measures to check age fraud, as this amount to cheating, which is violative of the basic spirit of sport.

1.3 Execution:

As part of the above

1.3.1 Creation of an SOP for new BAI ID registration for players who wish to play in the Junior age group tournaments at all levels in India (e.g., District, State, All India, Nationals etc.)

1.3.2 Creation of an SOP for due diligence process and grievance redressal of complaints against suspected age frauds who have an existing BAI ID.

1.3.3 Creation of an SOP for penalty mechanism for players who violate the NATIONAL CODE AGAINST AGE FRAUD.

1.4 Continuous Improvement: To ensure that the governance of age category players is improved on a continuous ongoing basis. The SOP is a live document and will be enhanced as new ways of optimization and efficiency are discovered.

2. New Player ID Registration Process

For a new BAI ID creation, the following procedure will be put in place:

- 2.1 An online application system will be introduced to capture details about the player.
- 2.2 The application will have to be submitted via the online link provided by BAI and a State authentication process. The online system, after account opening, will also collect digital copies of self-attested documents which will be uploaded. The system will guide the applicant of the type of documents (pdf, jpeg etc.) and document upload size limits.
- 2.3 Once the application is successfully submitted, an application number will be generated by the system and given to the applicant. This application number will have to be quoted for tracking the progress of the application.
- 2.4 The player will also have to submit hard copies of attested application and supporting document (as per the applicable “case type document list” in this SOP).
- 2.5 A stipulated one time, non – refundable “registration fees” will have to be paid at the time of new BAI ID registration. Registration fees as well as renewal fees will be determined by BAI at any point of time.
- 2.6 Offline physical copies of documents will have to be submitted to the District / State Association Office.
- 2.7 All documents must be self-attested. Also, for physical verification, if required, the originals will have to be produced.
- 2.8 The primary data of the player of public nature as defined by the RBD Act 1969¹ act and the Indian evidence Act (1872) will be made public in BAI website. This will also ensure transparency to the community of badminton players in India.
- 2.9 If all documents submitted are in order, verifiable, and authenticated by affiliated State Unit and BAI, BAI ID will be issued within a prescribed time limit. If any discrepancies are found, the same will be communicated to the player and the application will be taken up case to case basis till BAI is fully satisfied with the authenticity of the application.
- 2.10 Once the application is successfully verified and processed, BAI ID is issued and “Player identity card” will be issued via e-mail to the player. This has to be produced for participation in zonal, national, state tournaments and in selection trials for international competitions. This card will have a unique QR code with encrypted information about the player.
- 2.11 The documents to be submitted are categorized by case type list in section 5 as per the date of registration on birth certificate and place of birth (hospital/non-hospital)
- 2.12 The BAI Office / Age Fraud Committee shall generally be in charge of the verification process. For some case types, an outsourced verification agency as appointed by BAI will be carry the verification.
- 2.13 For players whose date of registration is delayed (more than one year from date of birth) or birth is not at hospital – these candidate verification will happen at a designated location decided by BAI. There will be a medical test done by authorized hospital. Costs of the travel, stay and medical tests will be borne by the player. Medical tests will be done by Forensic Expert Doctors of Govt hospital. The type of tests will be continuously monitored and upgraded based on available technology to verify age. The date of the tests will be announced by BAI and will be in a designated time window in a year.

- 2.14 Until such an Online system as mentioned herein above is created and put into practice by the BAI, the existing system of applying for BAI IDs through the Affiliated State Units shall continue.
- 2.15 Affiliated States/Member Units shall be granted the option to select their preferred method for generating BAI IDs for their players. They may choose to utilize the Online system or opt for the existing process of applying for BAI IDs through verification conducted at the District/State level. In the event of choosing the existing system for BAI ID application through the District/State verification process, Affiliated States/Member Units shall be responsible for ensuring that the BAI ID forms received from players along with all relevant documents are forwarded to the BAI Office within a one-month timeframe from the date of receipt of the BAI ID form / documents from the Player. The forms /documents verified at District / State shall be reauthenticated by BAI before issuing the BAI ID.

3. Application Form for BAI ID

3.1 Application form - Section: Player Information

1. Name of the player (first name, middle name, surname) as per Birth Certificate
2. Gender
3. Date of Birth (DD-MM-YYYY)
4. Date of Registration of Birth (DD-MM-YYYY)
5. Place of birth (as mentioned in the birth certificate)
6. Tehsil/Taluka
7. District
8. State
9. If Hospital, Taluka of Hospital or N/A
10. If Hospital, District of Hospital or N/A
11. If Hospital, State of Hospital or N/A
12. Fill Type of Place of birth if not at hospital
13. Birth Certificate in foreign Country Embassy (Y/N)
14. Name of Embassy (in case of Y in Point No 13)
15. If child is Adopted (Y/N)
16. Case type as per section 4 of SOP
17. AADHAAR Card Number
18. Two Identification marks
19. Communication Address
20. E-Mail Address
21. Phone Number
22. Age as of 1st January of the calendar year of this application
23. Class in which player is studying as of 1st January of the calendar year of this application.
24. Name of School currently studying
25. Board affiliation of current School (CBSE/ICSE/SSC etc.)
26. Board affiliation number of current school
27. Taluka of School
28. District of School

29. State of School
30. Name of first School when joined in Primary Section at Class 1
31. Board affiliation of first School
32. Board affiliation number of current school
33. Taluka of School
34. District of School State of School

3.2 Application Form - Section: Player Family Information

1. Fathers Name (first name, middle name, surname)
2. Fathers AADHAAR CARD Number
3. Fathers Educational Qualification
4. Fathers Present Occupation
5. Fathers Employer's details at the time of the time of child's birth with address of employer (if not self-employed)
6. Mothers Name (first name, middle name, surname)
7. Mothers AADHAAR CARD Number
8. Mothers Educational Qualification
9. Mothers Present Occupation
10. Mothers Employer's details at the time of the time of child's birth with address of employer (if not self-employed)
11. Has the mother availed of any maternity benefits from the place of work ? (Y/N)

Please fill Sibling Data wherever applicable or choose option N/A

12. Elder Sibling Name (first name, middle name, surname)
13. Elder Sibling Date of Birth (DD-MM-YYYY)
14. Elder Sibling Place of Birth
15. Elder Sibling Date of Admission in Class 1
16. Elder Sibling Name of School in Class 1
17. Younger Sibling Name (first name, middle name, surname)
18. Younger Sibling Date of Birth (DD-MM-YYYY)
19. Younger Sibling Place of Birth
20. Younger Sibling Date of Admission in Class 1
21. Younger Sibling Name of School in Class 1
22. Other Sibling 1 Sibling Name (first name, middle name, surname)
23. Other Sibling 1 Sibling Date of Birth (DD-MM-YYYY)
24. Other Sibling 1 Place of Birth
25. Other Sibling 1 Date of Admission in Class 1
26. Other Sibling 1 Name of School in Class 1
27. Other Sibling 2 Sibling Name (first name, middle name, surname)
28. Other Sibling 2 Sibling Date of Birth (DD-MM-YYYY)
29. Other Sibling 2 Place of Birth
30. Other Sibling 2 Date of Admission in Class 1
31. Other Sibling 2 Name of School in Class 1

4.1 Case Types of Players

Scenario	Sub-Scenario	Case Type
Date of Registration within 1 year of Date of Birth	Born at Institution (Hospital, Health facility, Nursing home, etc.)	A1
Date of Registration within 1 year of Date of Birth	Born at House, Public Place, Hotel, Dharamshala, hostel, Moving vehicle or any other place not covered in Case Type A1	A2
Date of Registration more than 1 year of Date of Birth	Born at Institution (Hospital, Health facility, Nursing home, etc.)	B1
Date of Registration more than 1 year of Date of Birth	Born at House, Public Place, Hotel, Dharamshala, hostel, Moving vehicle or any other place not covered in Case Type B2	B2
Adopted Child		C1
Foreign Born Nationals		D1

4.2 Case Type A1 – List of Documents to be Uploaded.

(Date of Registration within 1 year of Date of Birth and born at a Medical Institution)

(Note: All documents copies to be self-attested, scanned and uploaded)

(Documents should not be cropped or photoshopped, borders should be visible). Sibling Documents if applicable.

1. Birth Certificate of Player
2. Discharge Summary copy given by the hospital at the time of delivery and discharge from hospital
3. Passport of Player (if made)
4. AADHAAR card PLAYER
5. AADHAAR card of FATHER
6. AADHAAR card of MOTHER
7. MARRIAGE CERTIFICATE OF PARENTS
8. Elder Sibling Birth Certificate
9. Younger Sibling Birth Certificate
10. Other Sibling 1 Birth Certificate
11. Other Sibling 2 Birth Certificate

4.3 Case Type A2 – List of Documents to be Uploaded.

(Date of Registration within 1 year of Date of Birth and not born at a Medical Institution)

(Note: All documents copies to be self-attested, scanned and uploaded)

(Documents should not be cropped or photoshopped, borders should be visible). Sibling Documents if applicable.

As hospital records are not available in this case type, additional medical history records will be procured from the player.

1. Birth Certificate of Player
2. Any Medical document to support date of birth.
3. Bona fide letter from School Principal with Date of Birth and grade mentioned
4. Passport of Player (if made)
5. AADHAAR card PLAYER
6. AADHAAR card of FATHER
7. AADHAAR card of MOTHER
8. MARRIAGE CERTIFICATE OF PARENTS
9. Elder Sibling Birth Certificate
10. Younger Sibling Birth Certificate
11. Other Sibling 1 Birth Certificate
12. Other Sibling 2 Birth Certificate
13. Service Record Mother - Maternity Leave (if applicable)
14. Service Record Father - Paternity Leave
15. Maternity Insurance/Expense Claim
16. Vaccination/Immunization Records of the Player

4.4 Case Type B1 – List of Documents to be Uploaded

(Date of Registration more than 1 year of Date of Birth and born at a Medical Institution)

(Note: All documents copies to be self-attested, scanned and uploaded)

(Documents should not be cropped or photoshopped, borders should be visible). Sibling Documents if applicable.

1. Birth Certificate of Player
Discharge Summary copy from hospital where player birth took place Bona fide letter from School Principal with date of birth and grade mentioned
2. Passport of Player (if made)
3. AADHAAR card PLAYER
4. Copy of the Judgment and decree of the magistrate court
5. All documents produced to the Magistrate Court / Competent Government or birth registering Authority during application for Delayed birth certificate.
6. AADHAAR card of FATHER
7. AADHAAR card of MOTHER
8. MARRIAGE CERTIFICATE OF PARENTS
9. Elder Sibling Birth Certificate
10. Younger Sibling Birth Certificate
11. Other Sibling 1 Birth Certificate
12. Other Sibling 2 Birth Certificate
13. Service Record Mother - Maternity Leave (if applicable)
14. Service Record Father - Paternity Leave
15. Maternity Insurance/Expense Claim
16. Vaccination/Immunization Records of the Player

4.5 Case Type B2 – List of Documents to be Uploaded.

(Date of Registration more than 1 year of Date of Birth and not born at an Institution)

(Note: All documents copies to be self-attested, scanned and uploaded)

(Documents should not be cropped or photoshopped, borders should be visible). Sibling Documents if applicable.

As hospital records are not available in this case type, additional medical history records will be procured from the player. Sibling Documents if applicable.

1. Birth Certificate of Player
2. Copy of the judgment and decree of the magistrate court
3. All documents produced to the magistrate court during application for Delayed birth certificate.
4. Passport of Player (if made)
5. Bona fide letter from School principal with date of birth and grade mentioned
6. AADHAAR card PLAYER
7. AADHAAR card of FATHER
8. AADHAAR card of MOTHER
9. MARRIAGE CERTIFICATE OF PARENTS
10. Elder Sibling Birth Certificate
11. Younger Sibling Birth Certificate
12. Other Sibling 1 Birth Certificate
13. Other Sibling 2 Birth Certificate
14. Service Record Mother - Maternity Leave (if applicable)
15. Service Record Father - Paternity Leave
16. Maternity Insurance/Expense Claim
17. Vaccination/Immunization Records of the Player

4.6 Case Type C1 – List of Documents to be Uploaded.

(Date of Registration within 1 year of Date of Birth and born at a Medical Institution, Adopted Child)

(Note: All documents copy to be self-attested, scanned and uploaded) (Documents should not be cropped or photoshopped, borders should be visible. Sibling Documents if applicable)

1. Birth Certificate of Player
2. Scanned copy of the birth register showing entry of birth scanned by the registrar
3. Discharge Summary copy from hospital where player birth took place
4. School Admission Card 1st Grade (having School Details – Name of school, board affiliation, affiliate registration number)
5. Court Decree of Adoption document / Documents from Central Adoption Resource Authority (CARA)
6. Passport of Player (if made)
7. AADHAAR card PLAYER
8. AADHAAR card of FATHER
9. AADHAAR card of MOTHER

4.7 Case Type D1 – List of Documents to be Uploaded.

(Date of Registration within 1 year of Date of Birth and born at a Medical Institution,)

Born in foreign country

(Note: All documents copy to be self-attested, scanned and uploaded) (Documents should not be cropped or photoshopped, borders should be visible. Sibling Documents if applicable)

1. Birth Certificate of Player – issued by Embassy
2. Discharge Summary copy from hospital where player birth took place Passport of Player (first page, last page)
3. AADHAAR card PLAYER
4. AADHAAR card of FATHER
5. AADHAAR card of MOTHER
6. MARRIAGE CERTIFICATE OF PARENTS
7. Elder Sibling Birth Certificate
8. Younger Sibling Birth Certificate
9. Other Sibling 1 Birth Certificate
10. Other Sibling 2 Birth Certificate

5 A. Existing Registered Players RE-VERIFICATION PROCESS via complaints or Suo-Moto action of BAI

Players who are already registered and having an active BAI id can also be subject to re-verification in the event of the following conditions

1. Complaints during tournaments: Complaint is received by the organizing secretary of BAI authorized tournament against the player during the tournament via a published standard complaint form.
2. Complaint is received by BAI via post or email by another registered player or any other person with prima facie evidence
3. Suo Moto Action by Age Fraud Committee or BAI

Age Fraud Committee will investigate the above complaint as per below:

I. Complaint received without evidence.

- a. Physical signed copy of the complaint (Appendix 1).
- b. Complaint fees to be paid to the BAI.
- c. Acknowledgement to be given by BAI.
- d. Complaint to be sent to Age Fraud Committee within 7 days of receipt of the complaint.
- e. Age Fraud Committee will set up an investigation to collect the evidence for that player.
- f. Age Fraud committee will reply with the response to the complaint within 7 days of receipt of protest.
- g. Parents of suspect player will be given a show cause notice with a time period of 15 days to reply by post to the show cause notice.
- h. Suspect player will have to furnish documents (as per the case type for documents) to Age Fraud Committee.
- i. Age Fraud committee will verify those documents and further investigate the authenticity by self or through verifying agency.
- j. All the parties will be given a fair opportunity to place their case and stand, by providing an opportunity of being heard in compliance of the principles of natural justice.
- k. Age Fraud Committee will report the findings of the verification within 30 days of protest. If found guilty, penal action according to Rules will be recommended by the Age Fraud Committee to the General Secretary, BAI.

II. Complaint with evidence

These can also be sent via email to the General Secretary, BAI with copy marked to the Age Fraud Committee along with an undertaking to be sent by the complainant to vouch for the authenticity of evidence.

- a. Complaint can be sent to Organizing Secretary or Chairman Age Fraud Committee.
- b. Acknowledgement to be given by Organizing Secretary or Chairman Age Fraud Committee.
- c. Verification of submitted evidence to be done within a day of submission.
- d. If prima facie evidence is found to be genuine, action within 24 hours of submission of protest with evidence.
- e. Action includes stopping the suspected player play in the tournament and temporary freezing of the BAI ID.

- f. Show Cause Notice to be sent to the parent of the suspected age fraud to furnish proof of innocence against the submitted evidences for reply within 15 days of receipt of notice.
- g. If there is no conclusive defence of the evidence available, penal action to be taken against the player as per the penal clauses of the SOP – recommendation of penal action by the Age Fraud Committee to the Hon Secretary BAI.
- h. If the submitted evidence are not conclusive, then the Age Fraud Committee can dismiss the case or ask for further evidence or re-verification of player documents to ascertain the correct age of the player in question.

III. Suo Moto Action by BAI (Age Fraud Committee)

The Age Fraud Committee can open an investigation against a player who is suspect of age fraud on its own and request for additional verification documents as and when it deems to be appropriate.

While undertaking any such rectification and enquiry, due process of law more particularly the principles of natural justice will be followed.

5 B. For any complaint lodged by any person with or without evidence, he /she shall lodge the same in the format (Appendix I) along with a processing /complaint fee of Rs 5000/- which may be revised from time to time by BAI. It may be noted that if the complaint is found to be genuine, the processing / complaint fee will be refunded by BAI.

6 Penalties for proven fraudulent cases.

Penal Action against currently active guilty players

- a) Age Fraud Committee will have the right to determine the quantum of penal action against fraudulent player cases.
- b) Age Fraud Committee will recommend the penal action to be taken to the Secretary BAI who will execute the recommendation.
- c) A VARS with a window of 20 days will be given by BAI for players with discrepancy in the age records. If the player applies with a written application along with all the necessary documents and particulars, BAI will endeavour to dispose of such applications within a period of 15 days from the date of receipt of the application and during which time the player will not be allowed to play in any recognized tournament. However, if the BAI fails to dispose of the same within the stipulated period of 15 days, the concerned player will be allowed to participate in any tournament till the disposal of his / her case. The permission to play after 15 days will be granted only if the player does not deliberately avoid the process and procedure of the enquiry.
- d) For Players who have not availed of VARS amnesty scheme and thereafter have been found guilty of age fraud with conclusive evidence with any complaint and / or suo moto action of BAI, their BAI ID to be made inactive for 2 years. Guilty players shall be banned from playing authorized badminton tournaments across country for 2 years (local, District, State, All India, National, International etc.) that are held under the BAI and State units.
- e) In addition, FIR will be lodged and criminal proceedings will be initiated against parents / persons involved in the fraud.
- f) After 2 years ban, the guilty player can only participate in Senior (Men and Women) category tournaments.
- g) Players found guilty of age fraud will be stripped off any rankings, medals, prizes won or sponsorships received on account of their performance in under-age category.
- h) Players who have already availed of VARS, but indulge in age fraud again will be banned for playing for 5 years upon confirmation of fraudulent activities.
- i) Periodical circulars to be published by BAI to report cases of age fraud which will serve as a deterrent.

Appendix 1

Format for Complaint against Age fraud at tournaments:

Date :

To,
The General Secretary
Badminton Association of India

Subject: Filing of Complaint against suspected age fraud under the provision of Clause 5 of SOP

Dear Sir/Madam,

I would like to lodge a complaint for potential Age Fraud against and through your office, and request you to kindly verify the age of _____, BAI ID _____ from _____ (State). The said player is participating in this tournament and playing _____ (Singles/ Doubles/ Mixed) in _____ (U11, U13, U/15, U/17, U19) _____ (Boys/ Girls) category. _____ clearly looks to be overage to be participating in _____ (U11, U13, U/15, U/17, U19) category.

Therefore, I urge you to kindly verify the original documents of the player and conduct further investigation to check the genuine age.

In support of my complaint, I am

i) Submitting no evidence,

Or

ii) Submitting the following evidence(s)

- a. _____
- b. _____
- c. _____
- d. _____

(Strike out which is not necessary)

Further, I shall make myself available in course of any enquiry.
Anticipating a prompt action from your end.

Yours sincerely,

Signature of the Complainant
Address:
Mobile Number:
Email: